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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

TAMIL NADU POLLUTION CONTROL BOARD

[G.O. Ms. No. 141, Environment and Forests (EC2), 29th. September 2010,
Aavani 13, Thiruvalluvar Aandu-2041.]

PART I

TAMILNADU POLLUTION CONTROL BOARD REVISED SERVICE REGULATIONS, 2010

(Letter No. TNPCB/Per./P6/28329/07.)

No. SRO C-7/2010.

1. Short title and Commencement.- These regulations may be called the Tamil Nadu Pollution Control Board Revised Service Regulations 2010

2. Application.- (1) These regulations shall apply to the holders of all the posts under the Board (Other than those employed occasionally or subject to discharge without notice) except to the extent otherwise expressly provided in the terms and conditions of appointment to posts by deputation or contract

Provided that nothing contained in these regulations shall, unless a contrary intention is expressly indicated therein, operate to deprive any such holder of a post of any right or privilege to which he is or was entitled by or under any regulation or order applicable to him on the 27th day of February 1982, including the right in the case of a deputationist to exercise an option to get absorbed in the Board's service in the same category or post which he was holding on that date.

Provided further that the TNPCB Revised Service Regulations 2010 made will come into force with effect from the date of notification in the Government Gazette unless specified otherwise in respect of any of the rules made hereunder.

(2) The Board may by notification, with previous sanction of the Government, exempt wholly or in part, from the operation of these regulations, the holder of any post, class or category of post. Such exemptions shall be given effect to from the date of approval by Government or from a retrospective date if specifically mentioned in the Government order, as the case may be.

3. Definitions.- In these regulations, unless there is anything repugnant in the subject or context:

(a) "Act" means the Water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974)

(b) "Board" means the Tamil Nadu Pollution Control Board, constituted under Section 4 of that Act; Air (Prevention and Control of Pollution) Act 1991 and Environment Protection Act 1986.

(c) "Government" means the Government of Tamil Nadu

(d) A Person is said to be "appointed to a service" when in accordance with these regulations or in accordance with regulations applicable at that time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction of training prescribed for members thereof;

Explanation - The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service to discharge the current duties thereof does not amount to appointment to the latter service;

(e) "Approved Candidate" for the Board Service means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category of the Board's Service.

(f) "Approved Probationer" in a Service, any Class or category means a member of that Service, Class or Category who has satisfactorily completed his probation and has been declared as such and awaits appointment as a full member of such Service, Class or Category:

(g) "Backward Classes" "Most Backward Classes" and Denotified communities mean the communities specified as Backward classes including Backward Class Muslims, Most Backward classes and Denotified communities mentioned in Parts A, B and C of Schedule I under Part I of the Tamil Nadu State and Subordinate Service Rules as amended from time to time by the Government of Tamil Nadu.

Explanation: Only, the persons who belong to the State of Tamilnadu and to one of the communities specified in Schedule I referred to above shall be treated as persons who belong to one of such communities.

(h) "Discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another service, class or category, reverting him to such service, class or category and in any other case, dispensing with his services.

(i) A person is said to be on "duty" as member of the Board's Service:-

(A) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation; instruction or training prescribed by the Board for such service; or

(B) When he is on joining time; or

(C) When he is absent from duty on authorized holidays or on casual leave availed in accordance with the instructions regulating such leave issued by the Board, having been on duty immediately before and immediately after such absence; or

(D) When he is undergoing any course of study or instruction for which he is deputed by the Board;

(j) "Full member" means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof;

(k) Member of a service means a person who has been appointed to that service of the Board and who has not retired on superannuation, or voluntarily/ compulsorily retired or resigned, or removed or dismissed or substantively transferred or reduced to any other service category or class; or reverted to Board service; or discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member in the Board's service;

(l) "Military duty" means the duty declared as such from time to time by the Government as in rule 2(11) in Part I of the Tamil Nadu State and Subordinate Service Rules;

(m) "Minimum general educational qualification" means the qualification prescribed in Schedule I referred to in rule 12 (a) (i) of Part II of the Tamil Nadu State and Subordinate Service Rules;

(n) "Probationer" means a member of the Board's service in a post, during the period of probation prescribed for the post, including such extended period of probation as may be ordered

(o) "Promotion" means the appointment of a member of any category, grade or class in the Board's service to a higher category or grade of such service or class:

(p) A candidate is said to be "recruited direct" to a service, class or category or post if any at the time of his first appointment thereto, he is not already holding any post in any capacity under the Board and is not taken on deputation or transfer from Government service or on contract;

(q) A candidate is said to be "recruited by transfer" to a service or another category within the same service, if at the time of his first appointment thereto, he is either a full member or an approved probationer in any other service under the Board; or, as the case may be, in any other category within the same service; provided the service rules allow for such mode of appointment also

(r) A member of a service is said to be "appointed by transfer" when the appointment is made from one category to another category in the same service carrying identical scale of pay

(s) "Scheduled Castes" and "Scheduled Tribes" means the communities mentioned in Parts 'A' and 'B' respectively of Schedule II to Part I of the Tamil Nadu State and Subordinate Service Rules;

(t) "War service" means the service as has been recognized as war service from time to time by the Government in rule 2 (20) in Part I of the Tamil Nadu State and Subordinate Service Rules.

4. **Cadre Strength:-** The cadre strength of each service, class or category included in Board's services shall be fixed by the Board. The necessity or otherwise for permanent retentions of temporary posts will be examined by the Board after a period of 5 years from the date of creation of the post concerned.

5. **Order of Filling up of vacancies:-** Normally, vacancies shall be filled up in the order in which they are specified in the special regulations under Part II of these regulations. Only if suitable qualified candidate is not available in the first method in the order in which the methods of recruitment as specified, the second method in that order will be resorted and if no one is available, in the first two methods of selection, the third mode of selection will be resorted to. Provided further that in the case of promotion if the scales of pay of posts in the feeder categories are different, the person holding posts carrying a higher scale of pay in the feeder category shall be considered first and that if no qualified and suitable persons holding post in the feeder category are

available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered; Provided further that in the case of recruitment by transfer, similar procedure as in the case of promotion stated above shall be followed, obtaining the willingness of those qualified to hold the post under consideration.

6. Reservation of appointments:- The rule relating to reservation of appointments laid down in rule 22 of the General Rule of the Tamil Nadu State and Subordinate Service rules shall apply for appointment to the posts by direct recruitment except those included in the Basic Service Rules.

7. Qualification:- (1) Age – No person shall be eligible for appointment to any post by direct recruitment unless he has completed or will complete the age of eighteen years and if has completed or will complete the age of twenty eight years on the first day of July of the year in which the selection for appointment is made ;

Provided that the upper age limit prescribed in these regulations shall not apply-

(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes to a post for which these regulations have prescribed a qualification lower than the degree of B.A., or B.Sc., if such candidate possesses an educational qualification which is higher than that prescribed for the post and he is otherwise qualified for appointment;

(ii) to the appointment to a post of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes who holds a degree prescribed for appointment to such post, if he is otherwise qualified for appointment;

Provided further, that in the case of a candidate who has rendered war Service, the period of such service shall be excluded in computing his age for the purpose of appointment;

Provided also that the upper age-limit for the posts for which the minimum general educational qualification or any lower qualification has been prescribed in the regulations shall be increased by five years in the case of candidate belonging to the Scheduled Castes, Scheduled Tribes or Backward Classes.

(2) Other Qualifications – No person shall be eligible for appointment to any post unless he satisfies the appointing authority that:-

- (i) he is of sound health, active habits and free from any bodily defect or infirmity making him unfit for such post;
- (ii) his character and antecedents are such as not to disqualify him for such post; and
- (iii) he does not have more than one spouse living.

3) Citizenship – Candidate for appointment to a post shall be a citizen of India with rights of Indian Citizenship provided in the Constitution of India, subject to provisions of any law that may be made by Parliament by virtue of the powers conferred and recognized by Articles 10 and 11 of the Constitution and its relevant provisions on acquisition and termination of the Citizenship of India.

8. **Physical Fitness:-** (1) Every candidate who seeks direct recruitment to any post shall be required to produce a certificate of physical fitness in the Form prescribed by the Board from time to time.

Provided that any candidate may be appointed temporarily pending production of the certificate of physical fitness but such appointment shall be terminated if he does not produce such certificate within the time allowed.

Provided further that in the case of physically handicapped candidate, he shall be required to produce a certificate of physical fitness from Government Authorised Medical Officer to the effect that the type of handicap is not a bar on efficiently discharging the duties of the post for which he is considered, under the quota for physically handicapped persons, wherever admissible by orders of the Government in force.

9. **Linguistic Qualification:-** (1) No person shall be eligible for appointment to any post by direct recruitment unless he has an adequate knowledge of the official language of the State, namely Tamil:

Provided that a person, being otherwise qualified for appointment to the post to which recruitment is to be made, may apply for recruitment to the post, despite to the fact that, at the time of such application, he does not possess an adequate knowledge of Tamil.

Explanation - For the purpose of this regulation, a person shall be deemed to have an adequate knowledge of Tamil, if-

(i) in the case of a post for which the educational qualification prescribed is the minimum general educational qualification and above, he has passed the S.S.L.C. Public Examination with Tamil as one of the language or studied the High School course in Tamil Medium or passed the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission;

(ii) in the case of a post for which the educational qualification prescribed is VIII Standard and above but below S.S.L.C. he has studied in Tamil Medium these standards or passed the language test in Tamil referred to in rule 12 (B) (i) in Part II of the Tamil Nadu State and Subordinate Service Rules, and

(iii) in the case of a post for which the educational qualification prescribed is below VIII Standard, he has studied in Tamil Medium these standards or passed the oral test in Tamil referred to by the Tamil Nadu Public Service Commission.

(2) Every candidate is as referred to in the proviso to clause (1) shall, if selected for appointment, pass the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission within the period of

his probation and notwithstanding anything contained in regulation 14, the period of his probation may be extended to four years from the date of appointment in order to enable him to pass the second class Language Test in Tamil. Such person shall, notwithstanding anything contained in the Fundamental Rules, be granted increments if, but for his failure to pass the said Language Test, he would have been declared to have satisfactorily completed his probation. If he fails to pass the said Language Test within the said period of four years, he shall be discharged from service.

(3) The syllabus for the Second Class Language Test in Tamil referred to in this regulation shall be specified as below:

(i) A Language Test of the Standard for VIII Standard shall be prescribed for those whose educational qualification is VIII Standard and above but below S.S.L.C. and for those who do not possess an adequate knowledge of the official language of the State of Tamil Nadu as specified below:-

<i>Item of Syllabus</i>	<i>Maximum marks prescribed</i>	<i>Minimum Marks to be obtained</i>	<i>Aggregate marks for a pass</i>	<i>Duration of test</i>
(1)	(2)	(3)	(4)	(5)
Part I Dictation of half a page typed matter	60	24	50	10 minutes
Part II Reading	40	16		

(ii) An oral test of the standard for IV Standard shall be prescribed for those, whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil.

The above tests shall be conducted by the appointing authorities.

10. **Notification of vacancies, tests, approved list** – (1) The appointing authority shall notify all vacancies of posts to be filled up by direct recruitment including such vacancies likely to arise in the next six months to the local Employment Exchanges as provided for in the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 (Central Act 31 of 1959), and the rules made thereunder and shall select the candidate only from among the suitable candidates sponsored by the local Employment Exchange. If the local Employment Exchange is unable to sponsor the required number of eligible candidates and gives a certificate to that effect, the appointing authority shall advertise the remaining vacancies in at least one English daily newspaper and at least two Tamil daily newspapers having a wide circulation in Tamil Nadu and select such candidates from among the eligible candidates who apply in response to such advertisement.

(2) The Board may devise and administer through the appointing authority such entrance tests or such interviews as may be necessary with reference to the type of post to which recruitment is made by direct recruitment or by transfer.

(3) Subject to the rule of reservation and / or other regulation if any, of priorities, the candidates selected by the appointing authority shall be listed in order of their merit and the list shall be approved by the chairman where the Member Secretary is the appointing authority and by the Board, in all other cases. Appointments shall be made from the approved list strictly in the order of seniority therein.

(4) The approved list of candidates for direct recruitment shall not ordinarily be valid for more than six months from the date on which it is drawn up. Hence, appointment shall be made within a period of six months from the date of drawal of the approved list

(5) Where the name of a candidate has been included in the list of approved candidates for more than one class, category or service, the appointing authority who proposes to appoint such candidate shall require him to select one category or service to which he opts. On such selection the name of the candidate shall be removed from the list of approved candidates for the remaining class, category or service. The option once exercised shall be final. //

(6) Maximum marks for VIVA-VOCE

Maximum number of marks for Viva-voce shall be at 12.2% of the total number of marks in the scheme of examination for recruitment to post in case the selection consists of written test and viva-voce.

11. **Failure of approved candidates, discharged probationers and approved probationers to join duty when required:** – When an approved candidate or an approved probationer, who has been discharged from the service for want of vacancy, fails without adequate reason to take up, when directed to do so by the appointing authority, the duties of a post in a category or service within fifteen days of such direction or notice, his name shall be removed from the list of approved candidates, or as the case may be, from the list of probationers or approved probationers, by an order of that authority. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of approved candidates or, as the case may be, from the list of probationers or approved probationers by an order of the appointing authority shall not be eligible for subsequent appointment on the basis of the inclusion of his name in the said list.

12. **Probation:-** (1) Every person appointed by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

Provided that every person appointed to the post of the Tamil Nadu Pollution Control Board Basic Service shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years .

(2) The appointing authority shall be the authority competent to declare the satisfactory completion of probation and also to extend the period of probation, subject to the provisions of the other regulations herein.

(3) The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if, but for his leave, he would have continued to officiate at the post so which he was appointed.

Explanation : For the purpose of calculating the period of probation of a probationer, complete calendar months, irrespective of the number of days in each month shall first be calculated and then add number of days calculated subsequently. Period of leave (except C.L.) if any, taken during the period of probation shall be excluded while calculating the period of probation.

13. Tests to be passed and training to be undergone by probationers:-

(1) The Board may prescribe special qualifications to be acquired or special tests to be passed by probationers during the period of probation as a condition for declaration of satisfactory completion of probation and different tests may be prescribed for different categories of posts.

(2) Notwithstanding the generality of clause (1), Assistant Engineer, Environmental Scientists on probation shall, within the period of their probation, pass-

- (i) Account Test for Subordinate Officers, Part I conducted by the Tamil Nadu Public Service Commission
- (ii) A test on Pollution Control Law and Rules, conducted by the Board.

(3) Where a probationer has, before commencing his probation, acquired any special qualification or passed any special test prescribed for his post, has acquired such other qualification as may be considered by the Board or by appointing authority with the approval of the Board to be equivalent thereto, he shall not be required to acquire such special test again after the commencement of his probation.

14. Extension of probation:- (1) The appointing authority may extend the period of probation of any probationer either:

- (i) to enable the probationer to acquire the special qualifications or to pass the prescribed tests; or
- (ii) to enable the appointing authority to appraise his service and to decide whether he is suitable for full membership or not.

(2) The order extending the probation shall be issued within the prescribed period of probation.

(3) The extended period of probation shall terminate at the latest when the probationer has completed one year of service after the expiry of the period of probation prescribed for the post in which he is on probation. In cases, where the probation is extended, the probationer's further increments shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increments shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing his future increments after he has passed the prescribed tests and or after he is declared to have satisfactorily completed his probation.

15. **Termination and discharge of probation:-** (1) In this regulation and in regulation 20, the expression 'Prescribed period of probation' includes also the extended period of probation extended under regulation 14.

(2) In the case of a probationer, the appointing authority may, at any time before the expiry of the prescribed period of probation, either:

(i) discharge him/ her from service of the Board for want of vacancy; or in the following orders.

(ii) at its discretion, by an order in writing, and after giving him a reasonable opportunity to show cause against the proposed termination of probation, terminate his probation and discharge him from service.

(3) An opportunity to show cause may be given under clause (2) (ii) after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for continuance in the service of the Board based on the materials gathered either by such authority itself or by a subordinate authority who is superior in rank to the probationer.

(4) If, within the prescribed period of probation, a probationer fails to acquire the special qualifications or to pass the special tests if any, prescribed for declaration of satisfactory completion of probation, the appointing authority shall by order in writing, discharge him from service.

(5) If, within the prescribed period of probation, a probationer has appeared for any test or examination, the passing of which is prescribed as a condition for declaration of satisfactory completion of probation, and the result of such test or examination is not known before the expiry of such period, he shall continue to be on probation until the date of communication or publication of the results of such test or examination and the period of probation shall be deemed to have been extended till such date.

16. **Probationer's suitability for full membership:-** (1) At the end of the prescribed or extended period of probation, the appointing authority shall, consider the probationer's suitability for full membership of the service to which he was appointed.

(2) If the appointing authority decided that a probationer is suitable for full membership, he shall issue an order declaring the satisfactory completion of his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation. A formal order discharging the completion of probation shall however be issued by the competent authority.

(3) If the appointing authority decides that the probationer is not suitable for full membership, he shall, unless the period of probation is extended under regulation 14 discharge him from service by an order in writing, after giving him a reasonable opportunity to show cause against the proposed discharge from service.

(4) An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service of the Board based on the materials gathered either by such authority itself or by a subordinate authority who is superior in rank to the probationer.

17. Appeal and revision against discharge:- (1) A probationer who is discharged from service under Regulation 15 (2) (ii), 15(4) or 16(3) shall be entitled to appeal against the order of discharge to the authority to which and within the prescribed period within which an appeal would lie.

(2) A revision against the order passed an appeal under clause (1) may lie to the Board within two months from the date of communication of such order.

(3) When an order discharging a probationer is set aside on appeal or revision and the probationer is restored to service, the period between the date of discharge and the date of restoration shall, with the previous sanction of the Board, be treated as duty. The period of probation undergone by such probationer at the time of his discharge shall unless determined by the Board, count towards his probation as if there were not break of service.

18. Discharge of probationers and approved probationers for want of vacancy and their re-appointment:-

(1) Where the method of recruitment to any category is both by direct recruitment and by promotion, the probationers and approved probationers who were recruited direct shall not be discharged for want of vacancy before the others appointed by promotion, are reverted. The reversion or discharge of persons for want of vacancy shall be made in the order of juniority.

(2) Approved probationers and probationers who have been discharged for want of vacancy shall be reappointed when vacancies arise, in the order of their original seniority.

19. Exercise of certain powers of appointing authority by higher authority:- The powers conferred on the appointing authority may be exercised also by any higher authority to whom the appointing authority is administratively subordinate

Whether directly or indirectly, in the following cases:-

- (i) Extension of probation;
- (ii) Termination of probation; and
- (iii) Discharge of probationer

20. Seniority:- (1) The seniority of a person in a category of service shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates for appointment to that class, category or service. The inter-se seniority of persons appointed by the same method of recruitment shall not be affected by the date of their joining duty. The date of commencement of probation shall be the date on which he joins duty

(2) Where persons have been appointed by different methods of recruitment to the same post, their inter-se seniority in the post shall be determined with reference to the dates of their joining duty. Provided further that in case when two or more persons join duty on the same date their seniority is fixed according to their seniority in age.

(3) The appointment by transfer of a person from one category to another, carrying the same scale of pay, shall not be treated as first appointment for the purpose of seniority. The seniority of a person so transferred shall be determined with reference to the date of his joining the category from which he was transferred; where any difficulty or doubt arises in applying this clause, the seniority shall be determined by the appointing authority.

(4) When a person is reduced in rank to a post in a lower category, he shall be placed at the top of the latter category unless the authority fixes his rank at a lower level in the said category.

(5) In fixing the seniority of a deputationist who opts for permanent absorption in the Board, the date of absorption will be date from which he/she is continuously working in the Board on deputation. He will be treated as the immediate junior in rank to the person who is acting as an approved probationer in the category of post in which the absorptionist was posted initially i.e on the date of absorption.

21. Postings and Transfers:- Any person may be required to serve in any post borne in the category of the service to which he belongs and in any place of duty as the exigencies of service may require from time to time. Postings and Transfers shall be given effect to by the Member Secretary. In this regard, he shall exercise such powers as may be prescribed or as may, from time to time, be delegated to him by the Board or its Chairman and will function under the overall supervision and directions of the Chairman. Subject to any general allocation of work allocated to each category or post and subject to any direction of the Member Secretary, the officer immediately superior to a person shall, allocate the work of the person from time to time".

22. General conditions of promotion recruitment by transfer and appointment by Transfer:- (1) No person shall be eligible for promotion from a lower category to a higher category or for recruitment by transfer from one class, category or service to another class, category or service or for appointment by transfer from one cadre post in the same service to another unless he is a full member or an approved probationer in the class, category or service from which promotion or by recruitment by transfer or appointment by transfer is made.

(2) Subject to regulation 10, where vacancies are to be filled up by promotion or by recruitment by transfer or by appointment by transfer, the claims of eligible members of a service shall be considered first. If suitable persons are not available from the Board, the vacancies may be filled up by any other source.

(3) No person shall be eligible for promotion to the category of Assistant

Manager / General Assistant unless he has passed the following tests, namely:-

- (1) Tamilnadu Govt Office Manual Test
- (2) The Account Test for Subordinate Officers, Part I
- (3) A test on Pollution Control Law and Rules

(4) Every person selected by the appointing authority for promotion or by recruitment by transfer or by transfer, as the case may be, shall be listed in the order of his merit and the list shall be approved by the Chairman where the Member Secretary is the appointing authority and by the Board in all other cases. Appointments shall be made from the approved list strictly in the order of seniority therein.

22A. Approval for creation of Posts or appointment to posts:- In the case of appointment to posts in each service like General Service, Engineering Service, Scientific Service, etc. considered under Part II Special Regulation, approval of the Government shall be obtained by the Board, if the post is one level below the post of Member Secretary, in each service. Further for creation of posts upto two levels below that of Member Secretary in each service, approval of the Government shall be obtained, provided that, such prior approval for appointment to or creation of posts upto one or two levels accordingly, below Member Secretary in each service shall be obtained from Government only in cases of posts where the scale of pay of that post is Rs.10000-325-16500 pre-revised scale or higher.

This provision is as per existing BPE guide lines. However, there is a ban order on creation of all posts presently and therefore prior approval of Government is necessary for all posts.

22B. Crucial date for preparation of panel:- The crucial date for preparation of panel for all posts shall be 1st July of every year based on the estimated vacancies of that year.

23. Selection categories -

(1) The following shall be selection categories, namely:-

- 1) Chief Environmental Engineer
- 2) Director (Labs)
- 3) General Manager (Personnel & Admn.)
- 4) General Manager (Finance & Accounts)

(2) Promotion or appointment by transfer, as the case may be, to a selection category shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, subject to prior approval of the Government.

24. Appeal against Non-promotion:-

(1) An appeal shall be with the Board against promotions and appointments by transfer approved by the Chairman and with the Government against promotions and appointments by transfer approved by the Board.

(2) An appeal shall be made only by the aggrieved person to the appellate authority within thirty days from the date of service, of the impugned order.

25. **Security:**- (1) When a holder of a post is required to furnish any security for the due and faithful performance of his duties appointment to the post shall be made only after the required security is furnished to the satisfaction of the appointing authority.

(2) When a person who has furnished security goes on leave other than Casual leave or is deputed to other duty, the person who is appointed to the post to officiate in the vacancy caused by the former person's absence shall be required to furnish the full security prescribed for the post.

(3) Assistant Manager (Stores) shall furnish such security as may be prescribed by the Board.

(4) Assistants and General Assistants when appointed to the posts where the holders of the posts have to deal with cash shall furnish such security as may be prescribed by the Board from time to time.

26. **Temporary appointments and promotions:**- (1) The appointing authority may appoint by transfer within the service or promote or recruit by transfer or by deputation from Government/other Statutory Bodies or by contract agreement, temporarily a person otherwise than in accordance with the provisions of these regulations and until a person is appointed in accordance with these regulations in the following cases, namely:-

(a) Where it is necessary in the interest of the administration or owing to emergency which has arisen to fill up a vacancy immediately and there would be undue delay in making an appointment by transferring a person from one place to another, due to administrative reasons in accordance with these regulations; or

(b) Where it is necessary to fill up a short vacancy in a post and the appointment by any of the methods specified for the post would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

(2) No appointment or promotion shall ordinarily be made under clause (1) unless the person so appointed or promoted possesses the qualifications prescribed for the post. Every person appointed or promoted under clause (1) who does not possess the prescribed qualifications shall be replaced as soon as possible by a person possessing the prescribed qualifications.

(a) A person appointed under clause (1) shall, whether or not he possesses the prescribed qualifications, be replaced, as soon as possible, by an approved and qualified candidate or by a member of the service who is entitled for appointment by any of the methods specified for the post.

(b) Where it is necessary to appoint or promote a person against whom an enquiry into allegations of corruption or misconduct is pending, the appointing authority may appoint or promote him temporarily pending enquiry into the charges against him.

(c) A person appointed or promoted temporarily under sub-clause (a) or sub-clause (b) of clause (1) shall not be entitled by reason only of such appointment or promotion to any preferential claim to future appointments or promotion to such category. The service of a person shall be liable to be terminated or the person reverted to his previous post by the appointing authority at any time without notice and without any reason being assigned.

27. Relinquishment of rights by members:- (1) Any person may, in writing addressed to the appointing authority, relinquish any right or privilege to which he may be entitled under these regulations, if in the opinion of the appointing authority, such relinquishment is not detrimental to the interest of the administration.

(2) Nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

28. Resignation:- (1) A member of the service against whom no disciplinary action is contemplated or pending may resign his appointment in writing addressed to the appointing authority under his signature, and shall, on acceptance of the resignation by the appointing authority, forfeit his entire service under the Board.

(2) A person who resigned his appointment under the Board shall forfeit any gratuity or pension for which he would otherwise have been entitled.

(3) (i) The resignation of a member of a service shall not be accepted, if it has been withdrawn by him before orders accepting the resignation are actually issued.

(ii) The resignation of a member of a service may be accepted either prospectively or retrospectively as decided by the authority competent to accept the resignation.

29. Members absent from duty:- The absence of a member of a service from duty whether on leave (other than leave on loss of pay), or on foreign service or on deputation or for any other reason, shall not, if he is otherwise fit, render him ineligible in his turn-

(i) for re-appointment to a substantive or officiating vacancy in the category or post in which he may be a probationer or an approved probationer;

(ii) for promotion from a lower to a higher category in such service; or

(iii) for appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation, if any, on his return.

29A. A Strike period:

The participation of Board employees in strike or demonstration or any other form of agitations shall be treated only as unauthorized absence and they will not be entitled to the pay and allowances for such unauthorized absence on the basis of the principle, "No work No pay". Hence in such cases of absence of Board employees in addition to initiating disciplinary action against them, their absence shall be treated only as leave without pay.

30. Appointment by deputation or contract :- (1) Notwithstanding anything contained in these rules, the Board may, in its own interest, take in officers from the Central Government or the State Government or from other Statutory Bodies on deputation for appointment in the Board, subject to such terms and conditions prescribed by such lending organization and the terms of deputation of such officer may be agreed upon by the Board in each case.

(2) When in the opinion of the Board with reference to any particular post a person is required to serve for a specified period, it is open to the Board to make appointment of any person on contract basis on such terms and conditions of service as may be considered necessary in each case otherwise than in accordance with these rules. In respect of conditions of service, pay and allowances, discipline and conduct with reference to any particular post, in respect of which special provision is required to be made will be stated in the contract agreement. A person appointed under this sub-rule shall not be regarded as a member of the service in which the post to which he is appointed is included and shall not be entitled by the reason only of such contract appointment to any preferential claim to any other appointment in that or any other service.

(3) A member of a service may be deputed to another Statutory Board or Public Sector Undertaking as per the terms and conditions prescribed by the Board. A member of a service may also be sent on contract basis from the Board to the Government. The terms and conditions issued by the Finance (BPE) Department from time to time will have to be followed on such appointment of a person from the Board to the Government department on contract basis.

31. Pay, Allowances, Leave Salary, Pension and other conditions of service:- (1) The Tamil Nadu Government Servants' Conduct Rules 1973, the Fundamental Rules, the Tamil Nadu Leave Rules and the Manual of Special Pay and Allowances, the Tamil Nadu Pension Rules, 1978 and any order of the Government in respect of these Rules in so far as they may be applicable and except to the extent expressly provided in these regulations shall mutatis mutandis apply to the members of the service in the matter of their pay and allowances, additional charge allowance, Travelling allowances, Leave Salary, Pension, Gratuity and other conditions of Service Regarding payment of pay and allowances, pension and other welfare measures to the employees of the Board, the Board shall implement the same with prior concurrence of the Government as per orders issued from time to time by Government in Finance (BPE) Department. The powers assigned to a Head of the Department under the Fundamental Rules shall be exercised by the Member Secretary of the Board.

(2) The Board shall fix the rates of conveyance allowance to any category of post as prescribed by the Government from time to time:

Provided that in the case of Government servants on deputation in the Board, the rates of pay and allowances shall be governed by the Foreign Service terms prescribed by the Government.

(2) (a) The power to fix the scale of pay for any post shall vest with the Board, subject to general orders/ specific order of the Government issued from time to time applicable to Board for creation of posts, provided the Board shall downgrade the scale of pay for the post to a lower level scale if a post is to be filled up by an employee who would be eligible only for such a lower scale of pay as per rules or Government guidelines in force.

All initial appointment shall be made at the scale of pay prescribed for the post provided, the appointing authority may authorize fixation of pay at a higher stage in the scale in special cases for reasons to be recorded or as per orders of the Government in force.

In respect of fixation of pay on promotion or on appointment to Selection Grade / Special Grade basis, it will be as per rules applicable for Government employees.

(3) Notwithstanding anything contained in these regulations or in any of the rules specified in these regulations the Board shall have power to deal with the case of any person or class of persons including those on foreign service terms serving under the Board or any person, for appointment or promotion or absorption as per orders issued by Finance (BPE) Department from time to time and in force, to a service in such a manner as may appear to it to be just and equitable subject to the approval of the Government.

32. Power to retire:- Notwithstanding anything contained in these regulations or any other orders issued in this regard, the appointing authority shall have the right to retire in public interest any member of a service by giving three months notice in writing or three months' pay and allowance in lieu of such notice, after he attains the age of fifty years or completed twenty five years of qualifying service and in the case of a person who comes under the basic service, after he attains the age of fifty five years or after he has completed thirty years of qualifying service.

33. Transfer of officers and staff of Department:- A. Environmental Hygiene to the Board – Every person, who immediately before the 27th February 1982, was serving in connection with the affairs of the Department of Environmental Hygiene under the Government shall, as from that date, be deemed to have been allotted to service in connection with the affairs of the Board and shall cease to be a member of a service of the Government: Provided that the conditions of service applicable immediately before the said date to any person shall not be varied by the Board to his disadvantage except with the previous approval of the Government.

34. Officials on deputation:- For officials of Central or State Govt. departments or Organisation working on deputation in the Board, the

concessions shall be allowed as per the terms and conditions of their deputation from the lending department or the organization concerned.

35. **Miscellaneous:-** In respect of matters not expressly provided for under these regulations, the principles laid down in the relevant rules or orders applicable to the members of a service of the Government shall apply.

35A. Voluntary Retirement - As regards Voluntary Retirement of an employee under Voluntary Retirement Scheme with added benefits as a "golden handshake", instead of being retrenched with compensation, it will be based on orders/guidelines in respect of Voluntary Retirement Scheme issued from time to time by the Government as applicable to Government Servant provided that the employee opts for retirement of his own accord.

35B. Recall/Joining from leave:-An employee of the Board who is on leave, except on Medical leave, shall be recalled from leave, if deemed necessary on administrative grounds. He is at liberty to join duty cancelling the unexpired portion of leave if he/she so desires, subject to concurrence of the competent authority. In case he/ she wishes to join duty before expiry, of the period of medical leave, he/she should produce the fitness certificate and his/her joining duty is subject to the concurrence of the competent authority.

36. **Savings:-** Nothing contained in the revised regulations shall adversely affect any person holding any post on the date of issue of the revised regulations 2010 .

PART II**TAMIL NADU POLLUTION CONTROL BOARD GENERAL SERVICE***(Letter No. TNPCB/Per./P6/28329/07.)*

No. SRO C-8/2010.

1. These regulations shall be called the "Tamil Nadu Pollution Control Board General Service Regulations".

2. **Constitution** – The service shall consist of the following categories of posts namely:-

- Category 1 - Financial Adviser
- Category 2 - General Manager (P&A)
- Category 3 - General Manager (F&A)
- Category 4 - Senior Manager (P&A)
- Category 5 - Senior Manager (F&A)
- Category 6 - Senior Manager (IA)
- Category 7 - Manager (P & A)
- Category 8 - Manager (F & A)
- Category 9 - Manager (IA)
- Category 10 - Manager (law)
- Category 11 - Law Officer
- Category 12 - Additional Manager
- Category 13 - Additional Manager (F&A)
- Category 14 - Deputy Manager
- Category 15 - Deputy Manager (F&A)
- Category 16 - Deputy Manager (Law) / Court Master
- Category 17 - Private Secretary to Chairman

3. **Method of appointment and qualifications** – Appointment to the category specified in column (2) of the Table below shall be made by the methods, specified in column (3) thereof. No person shall be appointed unless he/she possesses the qualifications specified in column (4) thereof;

THE TABLE

Sl. No. (1)	Category & Scale of Pay (2)	Method of appointment (3)	Qualification (4)
1.	Financial Adviser PB 4 - Rs.37400-67000 + Grade Pay Rs.8,800/- (The Scale of pay of the post applicable to the individual in his parent department. He will be allowed his grade pay in that post)	By promotion from General Manager(F& A) or By deputation from Government	Experience as General Manager (F&A) for a period of not less than 3 years. Should be not below the rank of Deputy Secretary to Government, Finance Department or Joint Director Fin(BPE) Department
2.	General Manager (P&A) PB 4 - Rs.37400-67000 + Grade Pay Rs.8,700/-	1) By promotion from Senior Manager (P & A)	(i) Experience as Senior Manager (P&A) for a period of not less than 3 years

		(or) 2) By direct recruitment	(ii) Must have working experience in P&A Wing for atleast 3 years (i) Must have previous working experience of not less than 3 years in similar post in any organization. (ii) Must possess M.B.A. with specialization in HRD of an institution recognized by UGC (iii) Age: Below 35 years
3.	General Manager (F&A) PB 4 - Rs.37400-67000 + Grade Pay Rs.8,700/-	1) By promotion from Senior Manager (F & A) (or) 2) By direct recruitment	(i) Experience as Senior Manager (F&A) for a period of not less than 3 years (ii) Must have working experience in Accounts Wing for a period of not less than 3 years and (iii) Preference will be given to those possessing C.A./PGDFM of IFMR/ AICWA/MBA(Fin) of Institution concerned or University recognized by UGC (i) Must have previous working experience of not less than 3 years in similar post in any organization. (ii) Must possess CA/PGDFM OF IFMR/AICWA/MBA(FIN) of Institution concerned or University recognized by UGC (iii) Age: Below 35 years
4	Senior Manager (P&A) PB 3 - Rs.15600 -39100 + Grade Pay Rs.7,600/-	1) By promotion from Manager (P & A) (or) 2) By direct recruitment	(i) Experience as Manager (P&A) for a period of not less than 3 years (ii) Must have working experience in P&A Wing for atleast 2 years (i) Must have previous working experience of not less than 3years in similar post in any organization. (ii) Must possess M.B.A. with specialization in HRD of an institution recognized by UGC (iii) Age: Below 35 years

5.	Senior Manager (F&A) PB 3 - Rs.15600 -39100 + Grade Pay Rs.7,600/-	1) By promotion from Manager (F & A) (or) 2) By direct recruitment	(i) Experience as Manager (F&A) for a period of not less than 3 years (ii) Must have working experience in Accounts Wing for a period of not less than 2 years and (iii) Preference will be given to those possessing C.A./PGDFM of IFMR/ AICWA/MBA(Fin) of Institution concerned or University recognized by UGC (i) Must have previous working experience of not less than 3 years in similar post in any organization. (ii) Must possess CA/PGDFM Of IFMR/AICWA/MBA(FIN) of Institution concerned or University recognized by UGC (iii) Age: Below 35 years
6.	Senior Manager (IA) PB 3 - Rs.15600 -39100 + Grade Pay Rs.7,600/-	1) By promotion from Manager (IA)	(i) Experience as Manager for a period of not less than 3 years (ii) Must have working experience of not less than 2 years in Accounts / Audit Wing (iii) Preference will be given to those possessing C.A./PGDFM of IFMR/AICWA/MBA(Fin) of Institution concerned or University recognized by UGC
7	Manager (P&A) PB 3 - Rs.15600 -39100 + Grade Pay Rs.6,600/-	By promotion from the category of Additional Manager	(i) Experience as Additional Manager for a period of not less than 5 years (or) (ii) Total experience of 8 years in the post of Deputy Manager & Additional Manager both put together and (iii) Must have working experience of 2 years in P&A Wing
8	Manager (F&A) PB 3 - Rs.15600 -39100 + Grade Pay Rs.6,600/-	By promotion from the category of Additional Manager	(i) Experience as Additional Manager(F&A) for a period of not less than 5 years (or)

			Total experience of 8 years in the post of Deputy Manager & Additional Manager both put together and (ii) Must have working experience of 2 years in Accounts/Audit Wing. (iii) Preference will be given to those possessing C.A./PGDFM of IFMR/AICWA/MBA(Fin) of Institution concerned or University recognized by UGC
9.	<p>Manager (IA) PB 3 - Rs.15600 -39100 + Grade Pay Rs.6,600/-</p> <p>(or)</p> <p>(The Scale of pay of the post applicable to the individual in his parent department. He will be allowed his grade pay in that post)</p>	<p>By promotion from Additional Manager</p> <p>(or)</p> <p>By deputation from Government</p>	<p>(i) Experience as Additional Manager for a period of not less than 5 years (ii) Must have working experience of not less than 2 years in Accounts/Audit Wing</p> <p>Should be in the rank of Accounts Officer in Treasuries and Accounts or Local Fund Audit Department or State Trading Scheme</p>
10.	<p>Manager (Law) PB 3 - Rs.15600 -39100 + Grade Pay Rs.6,600/-</p> <p>(or)</p> <p>(The Scale of pay of the post applicable to the individual in his parent department. He will be allowed his grade pay in that post)</p>	<p>By promotion from Law Officer</p> <p>(or)</p> <p>By deputation from Government</p>	<p>(i) Experience as Law Officer for 5 years (ii) Working experience in Law Section for atleast 2 years (iii) Must possess a B.L./ B.G.L. Degree of any recognized University. B.G.L. will be considered if B.L. is not available.</p> <p>Should be in the rank of Deputy Secretary to Government in Law Department of the Government.</p>
11.	<p>Law Officer PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,700/-</p>	<p>1) By promotion from the category of Deputy Manager</p> <p>(or)</p> <p>2) Recruitment by transfer from any other class, category or service</p> <p>(or)</p> <p>3) By direct recruitment</p>	<p>i) Must possess B.L./B.G.L. Degree and served as Deputy Manager for not less than 5 years</p> <p>i) Must possess B.L. / B.G.L. Degree with experience of not less than 10 years in any post below that of Deputy Manager</p> <p>i) Must possess B.L. Degree</p> <p>ii) Experience in dealing with legal matter for 3 years in Public</p>

			Sector Undertakings / Statutory Boards (or) Should have served for 6 years as Advocate with practice in Civil and Criminal cases
12.	Additional Manager PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,400/-	By promotion from the category of Deputy Manager	Experience as Deputy Manager for a period not less than 5 years
13.	Additional Manager (F&A) PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,400/-	1) By promotion from the category of Deputy Manager (F&A) (or) 2) Recruitment by transfer from any other class, category or service	(i) Experience as Deputy Manager for a period of not less than 5 years. (ii) Must possess C.A./PGDFM of IFMR/AICWA/MBA(Fin) of Institution concerned or University recognized by UGC (i) Must possess C.A./PGDFM of IFMR/AICWA/MBA(Fin) of Institution concerned or University recognized by UGC with experience of not less than 15 years in any posts below that of Deputy Manager
14.	Deputy Manager PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4600/-	By promotion from the category of Assistant Manager (or) Appointment by transfer from the post of Private Secretary to Chairman	Experience as Assistant Manager for a period of not less than 5 years
15	Deputy Manager (F&A) PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4600/-	By promotion from the category of Assistant Manager. (or) 2) Recruitment by transfer from any other class, category or service	Experience as Assistant Manager for a period of 5 years. Must possess C.A./PGDFM of IFMR/AICWA/MBA(Fin) of Institution concerned or University recognized by UGC with experience of not less than 10 years in any posts below that of Deputy Manager
16	Deputy Manager (Law) / Court Master PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4600/-	By recruitment by transfer from the category of Assistant Manager (Law) (or) By recruitment by	Experience for a period of not less than 5 years. Must possess B.L / B.G.L. Degree. B.G.L. will be considered if B.L. is not available. Experience for a period of not

		transfer from the category of General Assistant	less than 10 years of which at least 5 years should be in Law Section. Must possess B.L./B.G.L. Degree
17.	Private Secretary to Chairman PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4600/-	Recruitment by transfer from the category of Steno-Typist Grade I	Experience for a period of not less than 5 years. Must possess higher grade in both English and Tamil in Shorthand and Typewriting

4. **Appointing Authorities** - The appointing authorities to the categories specified in column (1) of the Table below shall be made by the authority as specified in the corresponding entries in column (2) thereof.

THE TABLE

Categories (1)	Appointing Authority (2)
1. Financial Adviser	Government
2. General Manager (P&A)	Government
3. General Manager (F&A)	Government
4. Senior Manager (P&A)	Board
5. Senior Manager (F&A)	Board
6. Senior Manager (IA)	Board
7. Manager (P & A)	Board
8. Manager (F & A)	Board
9. Manager (IA)	Board
10. Manager (Law)	Board
11. Law Officer	Chairman
12. Additional Manager	Chairman
13. Additional Manager (F&A)	Chairman
14. Deputy Manager	Chairman
15. Deputy Manager (F&A)	Chairman
16. Deputy Manager (Law) / Court Master	Chairman
17. Private Secretary to Chairman	Chairman

B. TAMIL NADU POLLUTION CONTROL BOARD ENGINEERING SERVICE:

1. These Regulations shall be called the "Tamilnadu Pollution Control Board Engineering Service Regulations".

2. **Constitution:** The service shall consist of the following categories of posts, namely:

- Category 1 - Chief Environmental Engineer
- Category 2 - Additional Chief Environmental Engineer
- Category 3 - Joint Chief Environmental Engineer
- Category 4 - Environmental Engineer
- Category 5 - Assistant Environmental Engineer
- Category 6 - Assistant Engineer
- Category 7 - Private Secretary to Chairman (Technical)
- Category 8 - Executive Engineer (Construction)
- Category 9 - Assistant Executive Engineer (Construction)
- Category 10 - Assistant Engineer (Construction)
- Category 11 - Assistant Executive Engineer (Automobile)
- Category 12 - Assistant Engineer (Automobile)
- Category 13 - Assistant Executive Engineer (Electrical)
- Category 14 - Assistant Engineer (Electrical)

3. **Method of appointment and qualification**

Appointment to the category specified in Column (2) of the Table below shall be made in the methods specified in Column (3) thereof. No person shall be appointed to any post unless he/she possesses the qualification specified in Column (4) thereof.

THE TABLE

Sl.No (1)	Category/Scale of Pay (2)	Method of appointment (3)	Qualification (4)
1.	Chief Environmental Engineer PB 4 - Rs. 37400-67000 + Grade Pay Rs.8,900/-	By promotion from Additional Chief Environmental Engineer	Experience as Additional Chief Environmental Engineer for a period of not less than 3 years or total experience of 6 years as Additional Chief Environmental Engineer and Joint Chief Environmental Engineer
2.	Additional Chief Environmental Engineer PB 4 - Rs. 37400-67000 + Grade Pay Rs.8,800/-	By promotion from Joint Chief Environmental Engineer	Experience as Joint Chief Environmental Engineer for a period of not less than 3 years or total experience of not less than 6 years as Joint Chief Environmental Engineer and Environmental Engineer both put together

3.	Joint Chief Environmental Engineer PB 4 - Rs. 37400-67000 + Grade Pay Rs.8,700/-	By promotion from Environmental Engineer	Experience as Environmental Engineer for a period not less than 3 years or total experience of not less than 8 years in Environmental Engineer and Assistant Environmental Engineer both put together
4.	Environmental Engineer PB 3 - Rs.15600- 39100 + Grade Pay Rs.6,600/-	By promotion from Assistant Environmental Engineer	Experience as Assistant Environmental Engineer for a period not less than 5 years or total experience of not less than 10 years in Assistant Environmental Engineer and Assistant Engineer both put together
5.	Assistant Environmental Engineer PB 3 - Rs.15600- 39100 + Grade Pay Rs.5,400/-	By promotion from Assistant Engineer *	(i) A Master's Degree in Environmental Engineering (or) Chemical Engineering (ii) Experience as Assistant Engineer for a period of not less than five years
6.	Assistant Engineer PB 2 - Rs. 9300 - 34800 + Grade Pay Rs. 4,700/-	1) By recruitment by transfer from any other class, category or service (or) 2) By direct recruitment	Must be an approved probationer in that post and should possess a Master's Degree in Environmental Engineering or Chemical Engineering with basic qualification in Civil/ Chemical Engineering Basic qualification should be a Bachelor's Degree in Civil Engineering or Chemical Engineering and a Master's Degree in Environmental Engineering or Chemical Engineering
7.	Private Secretary to Chairman (Technical) PB 3 - Rs.15600- 39100 + Grade Pay Rs.6,600/-	By promotion from Assistant Environmental Engineer	Experience as Assistant Environmental Engineer for a period of not less than 5 years
8.	Executive Engineer (Construction) PB 3 - Rs.15600- 39100 + Grade Pay Rs.6,600/-	By deputation from Government or any other Statutory Board	Must have experience of not less than 3 years in a similar post

9.	Assistant Executive Engineer (Construction) PB 3 - Rs.15600- 39100 + Grade Pay Rs.5,400/-	By deputation from Government or any other Statutory Board	Must have experience of not less than 3 years in a similar post
10	Assistant Engineer (Construction) PB 2 - Rs. 9300 - 34800 + Grade Pay Rs. 4,700/-	By deputation from Government or any other Statutory Board	Must have experience of not less than 3 years in a similar post
11.	Assistant Executive Engineer (Automobile) PB 3 - Rs.15600- 39100 + Grade Pay Rs.5,400/-	By promotion from the post of Assistant Engineer(Automobile)	Must have a Degree in Automobile/Mechanical Engineering with 5 years of service qualification as Assistant Engineer (Automobile/ Mechanical)
12.	Assistant Engineer (Automobile) PB 2 - Rs. 9300 - 34800 + Grade Pay Rs. 4,700/-	1) By promotion from the post of Junior Engineer (Mechanical) / (Automobile) (or) 2) By recruitment by transfer from any other class, category or service (or) 3) By deputation from Government or any other Statutory Board (or) 4) By direct recruitment	Must have a Degree in Mechanical Engineering with 5 years of service qualification as Junior Engineer (Mechanical) / (Automobile) Must be an approved probationer in that post with education qualification of Diploma in Mechanical Engineering. Experience as Technical Assistant (Mechanical) / (Automobile) for a period not less than 10 years Must have experience of not less than 5 years in a similar post Basic qualification should be a Bachelor's Degree in Automobile / Mechanical Engineering
13.	Assistant Executive Engineer(Electrical) PB 3 - Rs.15600- 39100 + Grade Pay Rs.5,400/-	1) By promotion from the post of Assistant Engineer (Electrical) (or) 2) By recruitment by transfer from the post of Junior Engineer (Electrical)	Must have 5 years of service as Assistant Engineer (Electrical) Must have 10 years service as Junior Engineer (Electrical)

14.	Assistant Engineer (Electrical) PB 2 - Rs. 9300 - 34800 + Grade Pay Rs. 4,700/-	By recruitment by transfer from the post of Junior Engineer (Electrical)	Approved Probationer in the post of Junior Engineer (Electrical) with experience for a period of not less than 5 years
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4. Appointing Authority:

The appointing authorities to the categories specified in column (1) of the Table below shall be made by the authority as specified in the corresponding entries in column (2) thereof.

Categories	Appointing Authority
1. Chief Environmental Engineer	Government
2. Additional Chief Environmental Engineer	Government
3. Joint Chief Environmental Engineer	Government
4. Environmental Engineer	Board
5. Assistant Environmental Engineer	Board
6. Assistant Engineer	Chairman
7. Private Secretary to Chairman (Technical)	Chairman
8. Executive Engineer (Construction)	Chairman
9. Assistant Executive Engineer (Construction)	Chairman
10. Assistant Engineer (Construction)	Chairman
11. Assistant Executive Engineer (Automobile)	Chairman
12. Assistant Engineer (Automobile)	Chairman
13. Assistant Executive Engineer (Electrical)	Chairman
14. Assistant Engineer (Electrical)	Chairman

- **Explanation:** (i) In the Sl. No. 5 viz. for promotion to the post of Assistant Environmental Engineer from Assistant Engineer, the qualification viz. Master's Degree in Public Health Engineering (or) Environmental Engineering (or) Chemical Engineering shall be made applicable with effect from 15.3.1989 i.e. the date of notification of the Service Regulations

in as much as Chemical Engineering recruited based on that Service Regulation as Assistant Engineer will also have to be considered for promotion on equity basis. But this could be considered only after final orders to be passed in the case pending in High Court.

- Any person who acquired Master's Degree in Transportation Engineering / Geo Technical Engineering prior to issue of this notification may also be considered for promotion to the post of Assistant Environmental Engineer, provided he has served as Assistant Engineer for a period of not less than 15 years .
- (ii) No ratio need be fixed in respect of the various P.G. Engineering qualifications. According to the need and requirement at the time of recruitment, the Board could decide for selection of P.G. Engineer in any of the specified subject
- (iii) For appointment promotion of officers in the first level i.e one level below Chief Executive Officer prior approval of Government has to be obtained.

			<p>Biology, Zoology, Botany, Micro Biology, Marine Biology, Env.Toxicology, Env.Chemistry / Science or any other allied discipline or inter discipline in science</p> <p>2. Experience: (Essential) Minimum 8 years post-doctoral experience in research and /or teaching and Laboratory experience in atleast one of the following fields; Experience in industrial Labs/ or institution with respect to Pollution Control, Toxicology, Ecology, Environment Impact Analysis, analytical experience in Water, Air trade effluent, Management of hazardous wastes.</p> <p>Desirable: Publications, Technical and administrative experience to head a Laboratory</p>
2.	Deputy Director (Labs) PB 3 - Rs.15600 - 39100 + Grade Pay Rs.7,600/-	<p>1) By promotion from Assistant Director (Labs) → //</p> <p>(or)</p> <p>2) By deputation</p>	<p>Experience as Assistant Director (Lab) for a period of not less than 3 years or experience as Assistant Director (Lab) and Chief Scientific Officer for a total period of not less than 8 years</p> <p>1.Educational: Master's Degree followed by Ph.D in Science in any one of the following disciplines: Chemistry, Biochemistry, Biology, Zoology, Botany, Micro Biology, Marine Biology, Env. Toxicology, Env.Chemistry/Science or any other allied discipline or inter discipline in science technology.</p> <p>2.Experience: Must have worked in a similar post for a period of not less than 5 years</p>

3.	Assistant Director (Labs) PB 3 - Rs.15600 - 39100 + Grade Pay Rs.6,600/-	By promotion from Chief Scientific Officer	Experience as Chief Scientific Officer for a period of not less than 5 years or total experience of not less than 8 years in Chief Scientific Officer and Deputy Chief Scientific Officer
4.	Chief Scientific Officer / Additional Manager (Lab) PB 3 - Rs.15600 - 39100 + Grade Pay Rs.5,700/-	By promotion from Deputy Chief Scientific Officer	Experience as Deputy Chief Scientific Officer for a period of not less than 5 years
5.	Deputy Chief Scientific Officer / Deputy Manager (Lab) PB 3 - Rs.15600 - 39100 + Grade Pay Rs.5,400/-	By promotion from Environmental Scientist	Experience as Environmental Scientist for a period of not less than 5 years
6.	Senior Meteorologist PB 3 - Rs.15600 - 39100 + Grade Pay Rs.5,400/-	By promotion from Meteorologist	Experience as Meteorologist for a period of not less than 5 years
7.	Meteorologist PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,700/-	1) By recruitment by transfer from any other class/category/service (or) 2) By direct recruitment	(i) Approved probationer with First Class Master's Degree in Geography (or) Applied Geography (or) Physics (ii) Experience in collection of data on wind speed and direction, rainfall humidity, dust fall in the field of meteorology (i) First Class Master's Degree in Geography (or) Applied Geography (or) Physics (ii) Experience in collection of data on wind speed and direction, rainfall humidity, dust fall in the field of meteorology
8.	Environmental Scientist PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,700/-	1) By promotion from Junior Environmental Scientist	i) Must possess 5 years of service as Junior Environmental Scientist with Master's Degree in Science in any one of the following discipline

		<p>(or)</p> <p>2) By recruitment by transfer from any other class, category or service</p> <p>(or)</p> <p>3) By direct recruitment</p>	<p>(1) Chemistry (2) Biology (3) Zoology (4) Environmental Chemistry (5) Environmental Science (6) Environmental Toxicology (7) Microbiology (8) Marine Biology (9) Bio-Chemistry (10) Analytical Chemistry (11) Applied Chemistry (12) Botany</p> <p>i) Must be an approved probationer and completed 5 years of service in the existing post. ii) Must possess Master's Degree in Science in any one of the following disciplines. 1) Chemistry (2) Biology (3) Zoology (4) Environmental Chemistry (5) Environmental Science (6) Environmental Toxicology (7) Microbiology (8) Marine Biology (9) Bio-Chemistry (10) Analytical Chemistry (11) Applied Chemistry (12) Botany</p> <p>Master's Degree in Science in any one of the following discipline (1) Chemistry (2) Biology (3) Zoology (4) Environmental Chemistry (5) Environmental Science (6) Environmental Toxicology (7) Microbiology (8) Marine Biology (9) Bio-Chemistry (10) Analytical Chemistry (11) Applied Chemistry (12) Botany</p>
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4. Appointing Authorities -

The appointing authorities to the categories specified in column (1) of the Table below shall be made by the authority as specified in the corresponding entries in column (2) thereof:

Category	Appointing Authority
1. Director (Labs)	Board with the approval of Government
2. Deputy Director (Labs)	Board
3. Assistant Director (Labs)	Chairman
4. Chief Scientific Officer	Chairman
5. Deputy Chief Scientific Officer	Chairman
6. Senior Meteorologist	Chairman
7. Meteorologist	Chairman
8. Environmental Scientist	Chairman

**D. TAMIL NADU POLLUTION CONTROL BOARD GENERAL
SUBORDINATE SERVICE**

1. These regulations shall be called the "Tamil Nadu Pollution Control Board Subordinate Service Regulations".
2. **Constitution** - The Service shall consist of the following categories of posts, namely:-
 - Category 1 - Assistant Manager
 - Category 2 - Assistant Manager (Law)
 - Category 3 - General Assistant
 - Category 4 - Assistant
 - Category 5 - Steno-Typist Grade I
 - Category 6 - Steno-Typist Grade II
 - Category 7 - Steno-Typist Grade III
 - Category 8 - Typist
 - Category 9 - Receptionist-cum-Telephone Operator Grade I
 - Category 10 - Receptionist-cum-Telephone Operator Grade II
 - Category 11 - Receptionist/Telephone Operator Grade III
 - Category 12 - Driver
 - Category 13 - Record Clerk
 - Category 14 - Motor Cycle Messenger
3. **Method of appointment and qualification** -
Appointment to the category specified in column (2) of the Table below shall be made in the methods specified in column (3) thereof. No person shall be appointed to any of the posts unless he possesses the qualifications specified in column (4) thereof:

THE TABLE

Sl. No.	Category/Scale of Pay	Method of appointment	Qualification
1.	Assistant Manager PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,400/-	1) By promotion from General Assistant/ Steno Typist Gr. I / Steno Typist Gr. II (allocating 5% of vacancies by rotation system) as stipulated by Government Orders for Steno typist Gr. I & II	Experience as General Assistant for a period of not less than 5 years For Steno Typist Gr. I & II they should have passed Account Test for Subordinate Officers Part I and passed D.O.M. test with experience as Steno-Typist Grade I or Grade II for a period of not less than 5 years
2.	Assistant Manager (Law) PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,400/-	1) By promotion from the post of General Assistant	(1) Must possess B.L./B.G.L. Degree with experience as General Assistant (Ministerial Assistant) for a period of not less than 5 years of service in <u>Law Branch</u> with eligibility condition as i) Must have passed DOM ii) Must have passed Accounts

			Test for Subordinate Officers - Part -1 and iii) Test on Pollution Control Law and Rules.
3.	General Assistant PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,400/-	1) By promotion from Assistant/Typist (or) 2) By transfer of service from Steno-typist Grade III (or) 3) By recruitment by transfer from any other class, category or service	(i) Must be an approved probationer and (ii) Experience as Assistant/Steno-Typist / Typist /Field Assistant / Assistant Draughtsman for a period of not less than 5 years and (iii) Must have passed the Account Test for Subordinate Officers Part I and Government Office Manual (iv) A pass in Bachelor's Degree
4.	Assistant PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,000/-	1) By promotion from Record Clerk (or) 2) Recruitment by transfer of service including basic service from one class, category or service to another (or) 3) By direct recruitment	Approved probationer in the post of Record Clerk with Bachelor's Degree qualification/Experience as Record Clerk for a period of not less than 5 years. (or) (i) An approved probationer with Bachelor's Degree (ii) Diploma / Certificate in Computer Course for a period of minimum six months (or) (i) A pass in Bachelor's Degree (ii) Diploma / Certificate in Computer Course for a period of minimum six months
5.	Steno-Typist Grade I* PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,300/-	By promotion from Steno-Typist Grade II	Experience as Steno-Typist Grade II for period of not less than 5 years
6.	Steno-Typist Grade II* PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,200/-	By promotion from Steno-Typist Grade III	Experience as Steno-Typist Grade III for period of not less than 5 years .
7.	Steno-Typist Grade III** PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,400/-	1) By transfer of service from one category or class to another	(i) An approved probationer with a pass in Bachelor's Degree and (ii)A pass in the Government Technical Examination in Typewriting Higher Grade and

		(or) 2) By direct recruitment	Shorthand Higher Grade both in English and Tamil (iii) Diploma / Certificate in Computer Course for a period of minimum six months (i) A pass in Bachelor's Degree and (ii) A pass in the Government Technical Examination in Typewriting Higher Grade and Shorthand Higher Grade both in English and Tamil (iii) Diploma / Certificate in Computer Course for a period of minimum six months
8.	Typist PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,000/-	1) By Transfer of service From one class or category to another (or) 2) By direct recruitment	i) An approved probationer with a pass in Bachelor's Degree and (ii) A pass in the Government Technical Examination in Typewriting Higher Grade in English and Tamil; (iii) Diploma / Certificate in Computer Course for a period of minimum six months (i) A pass in Bachelor's, Degree and (ii) A pass in the Government Technical Examination in Typewriting Higher Grade in English and Tamil; (iii) Diploma / Certificate in Computer Course for a period of minimum six months
9.	Receptionist/Telephone Operator Grade I PB 2 - Rs. 9300 -34800 + Grade Pay Rs.4,200/-	By promotion from Receptionist / Telephone Operator Grade II	Experience as Receptionist/ Telephone Operator Grade II for a period of not less than 5 years
10.	Receptionist/Telephone Operator Grade II PB 1- Rs. 5200 -20200 + Grade Pay Rs.2,400/-	By promotion from Receptionist/Telephone Operator Grade III	Experience as Receptionist/ Telephone Operator Grade III for a period of not less than 5 years

11.	Receptionist/Telephone Operator Grade III PB 1- Rs. 5200 -20200 + Grade Pay Rs.2,000/-	1) By recruitment by transfer from one class, category or service to another (or) 2) By direct recruitment	(i) An approved probationer with a pass in Bachelor's Degree and (ii) A pass in Telephone Operator Course conducted by Directorate of Technical Education (i) A pass in Bachelor's Degree and (ii) A pass in Telephone Operator Course conducted by Directorate of Technical Education
12.	Driver PB 1- Rs. 5200 -20200 + Grade Pay Rs.2,000/-	1) By recruitment by transfer from one class, category or service to another (or) 2) Appointment on contract from TEXCO (or) 3) By direct recruitment	(i) An approved probationer with a pass in S.S.L.C. or 10 th Std. (ii) and must possess a license to drive LMV/HMV issued by competent authority as per the Motor Vehicle Act. (iii) Experience for a minimum period of 2 years to drive the motor vehicle. (i) A pass in S.S.L.C. or 10 th Std. (ii) and must possess a license to drive LMV/HMV issued by competent authority as per the Motor Vehicle Act. (iii) Experience for a minimum period of 2 years to drive the motor vehicle.
13.	Motor Cycle Messenger PB 1- Rs. 5200 -20200 + Grade Pay Rs.2,000/-	1) Recruitment by transfer from basic service (or) 2) By direct recruitment	i) An approved probationer with a pass in S.S.L.C. or 10 th Std. ii) A license to drive two wheeler motor cycle iii) Experience for a minimum period of 2 years to drive the motor cycle (i) A pass in S.S.L.C or 10 th Std. (ii) A license to drive two wheeler motor cycle (iii) Experience for a minimum period of 2 years to drive the motor cycle

14.	Record Clerk PB 1 A - Rs.4800- 10000 + Grade Pay Rs.1,400/-	1) Recruitment by transfer from Basic Service (or) 2) By direct recruitment	(i) An approved probationer with an experience for a period of not less than 10 years in the basic service (i) A pass in S.S.L.C or 10 th Std.
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4. Appointing Authority

All appointments to the categories mentioned to this service shall be made by the Member Secretary of the Board.

- Steno-Typist Grade I will be termed as Senior P.A.
- Steno Typist Grade II and Steno-Typists Grade III (SG) will be termed as P.A.
- Steno Typist Grade III will be termed as P.C.

E. TAMIL NADU POLLUTION CONTROL BOARD ENGINEERING SUBORDINATE SERVICE:

1. These Regulations shall be called the "Tamilnadu Pollution Control Board Engineering Sub-ordinate Service Regulations".

2. **Constitution:** The service shall consist of the following categories of posts, namely:-

Category 1 - Junior Engineer (Electrical) (Previously named as Electrical Supervisor)

Category 2 - Junior Engineer (Civil)

Category 3 - Junior Engineer (Mechanical)

Category 4 - Technical Assistant

Category 5 - Electrician Grade I

Category 6 - Electrician Grade II

Category 7 - Assistant Draughtsman Grade

3. **Method of appointment and qualification**

Appointment to the category specified in Column (2) of the Table below shall be made in the methods specified in Column (3) thereof. No person shall be appointed to any post unless he/she possesses the qualification specified in Column (4) thereof.

THE TABLE

Sl.No (1)	Category/Scale of Pay (2)	Method of appointment (3)	Qualification (4)
1.	Junior Engineer(Electrical) (Previously named as Electrical Supervisor) PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,500/-	1. By promotion from Technical Assistant (or) 2) By recruitment by transfer from any other class, category or service (or) 3) By direct recruitment	Must have Diploma in Electrical Engineering with 5 years of service qualification as Technical Assistant Must be an approved probationer in that post with education qualification of Diploma in Electrical Engineering. Experience as electrician for a period not less than 10 years (i) A Diploma in Electrical Engineering and (ii) Experience for a period of not less than five years as electrician

2.	Junior Engineer (Civil) PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,500/-	1) By promotion from Technical Assistant (or) 2) By recruitment by transfer from any other class, category or service (or) 3) By direct recruitment	Must have Diploma in Civil Engineering with 5 years of service qualification as Technical Assistant Must be an approved probationer in that post with education qualification of Diploma in Civil Engineering. Experience as Assistant Draughtsman for a period of not less than 10 years (i) A Diploma in Civil Engineering and (ii) Experience for a period of not less than five years as Assistant Draughtsman
3.	Junior Engineer (Mechanical) PB 2 - Rs.9300 - 34800 + Grade Pay Rs.4,500/-	1) By promotion from Technical Assistant (or) 2) By recruitment by transfer from any other class, category or service (or) 3) By direct recruitment	Must have Diploma in Mechanical Engineering with 5 years of service qualification as Technical Assistant Must be an approved probationer in that post with education qualification of Diploma in Mechanical Engineering. Experience as Technical Assistant for a period of not less than 10 years (i) A Diploma in Mechanical Engineering and (ii) Experience for a period of not less than five years in mechanical field.
4.	Technical Assistant PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,800/-	1) By promotion from the post of Electrician Grade I (or) 2) By promotion from the post of Assistant Draughtsman (or) 3) By direct recruitment	5 Years experience as Electrician Grade I 10 years experience as Assistant Draughtsman (i) A Diploma in Civil (or) Mechanical (or) Electrical Engineering and (ii) Experience for a period of not less than three years

5.	Electrician Grade I PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,400/-	1) By promotion from the post of Electrician Grade II (or) 2) By direct recruitment	(i) Five years experience in the post of Electrician Grade II. (ii) SSLC / X Std. passed with ITI certificate (Electrical) and (ii) Experience for a period of not less than a year .
6.	Electrician Grade II PB 1 - Rs.5200 -20200 + Grade Pay Rs.1,900/-	By direct recruitment	(i) SSLC / X Std. with ITI certificate (Electrical) and (ii) Experience for a period of not less than a year
7.	Assistant Draughtsman PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,000/-	1) By transfer from any other category or class (or) 2) By direct recruitment, if suitable candidates are not available in the Board by the above method	(i) A pass in the Government Examination of the lower grade in Geometrical drawing, building drawing and estimating and free hand outline and model drawing (or) (ii) A pass in X Std. with Engineering as a special subject in the bifurcated course in the Secondary School (or) (iii) A pass in the building and structural Draughtsmanship Certificate Course of the Central Polytechnic, Chennai or equivalent thereto.

4. **Appointing Authority:**

All appointments to the categories mentioned to this service shall be made by the Member Secretary of the Board.

F. TAMIL NADU POLLUTION CONTROL BOARD SCIENTIFIC SUBORDINATE SERVICE

1. These Regulations shall be called "Tamilnadu Pollution Control Board Scientific Subordinate Service Regulations".
2. **Constitution:** The service shall consist of the following categories of posts namely:

Category 1 - Junior Environmental Scientist

Category 2 - Senior Field Assistant

Category 3 - Field Assistant

Category 4 - Laboratory Assistant

3. **Method of appointment and qualification**

Appointment to the category specified in Column (2) of the Table below shall be made in the methods specified in Column (3) thereof. No person shall be appointed to any of the posts unless he/she possess the qualifications specified in Column (4) thereof.

THE TABLE

Sl.No (1)	Category/Scale of Pay (2)	Method of appointment (3)	Qualification (4)
1.	Junior Environmental Scientist PB 2 Rs. 9300 -34800 + Grade Pay Rs.4,500/-	By direct recruitment	A Bachelor's Degree in Science in any one of the following disciplines: (1) Environmental Chemistry (2) Environmental Science (3) Environmental Toxicology (4) Microbiology (5) Marine Biology (6) Analytical Chemistry (7) Applied Chemistry
2.	Senior Field Assistant PB 2 Rs. 9300 -34800 + Grade Pay Rs.4,200/-	By promotion from the post of Field Assistant	Experience as Field Assistant for a period of minimum 20 years
3.	Field Assistant PB 1 - Rs.5200 -20200 + Grade Pay Rs.2,000/-	1) By promotion from the post of Laboratory Assistant (or) 2) Recruitment by transfer from any other class, category or service (or)	Experience as Laboratory Assistant for a period of not less than 5 years 1. Must be an approved probationer in that post 2. A pass in X Standard or SSLC

		2) By direct recruitment	A pass in X Standard or SSLC
4.	Laboratory Assistant PB 1 - Rs.5200 -20200 + Grade Pay Rs.1,900/-	1) Recruitment by transfer from any other class, category or service (or) 2) By direct recruitment	(i) A pass in VIII Std. (ii) Must be an approved probationer in that post with 5 years experience if it is from a lower category post A pass in VIII Std.

4. Appointing Authority:

All appointments to the categories mentioned to this service shall be made by the Member Secretary of the Board.

G. TAMIL NADU POLLUTION CONTROL BOARD MISCELLANEOUS SERVICE

1. These regulations shall be called the Tamil Nadu Pollution Control Board Miscellaneous Service Regulations.
2. **Constitution** – The service shall consist of the following categories of posts namely:-

Category 1	-	Additional Manager (Public Relations)
Category 2	-	Deputy Manager (Public Relations)
Category 3	-	Assistant Manager (Public Relations)
Category 4	-	Manager (EDP)
Category 5	-	Senior Programmer
Category 6	-	Junior Programmer
Category 7	-	Data Entry Operator
Category 8	-	Statistical Officer
Category 9	-	Assistant Statistical Officer
Category 10	-	Senior Librarian
Category 11	-	Librarian Grade I
Category 12	-	Librarian Grade II

3. **Method of appointment and qualifications** – Appointment to the categories specified in column (2) of the Table below shall be made by the methods, specified in column (3) thereof and no person shall be appointed unless he possesses the qualifications specified in column (4) thereof:

THE TABLE

Sl. No.	Category	Method of appointment	Qualification
1.	Additional Manager (Public Relations) PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,400/-	By promotion from Deputy Manager (Public Relations)	Experience as Deputy Manager (Public Relations) for a period of not less than 5 years
2.	Deputy Manager (Public Relations) PB 2 - Rs.9300 - 34800 + Grade Pay Rs. 4,600/-	By promotion from Assistant Manager (Public Relations)	Experience as Assistant Manager (Public Relations) for a period of not less than 5 years
3.	Assistant Manager (Public Relations) PB 2 - Rs.9300 - 34800 + Grade Pay Rs. 4,400/-	1) By transfer of service from any other service/category	(i) An approved probationer with a pass in Bachelor's Degree in any discipline and (ii) A pass in P.G.Diploma in Public Relations of a recognized University /

		(or) 2) By Direct recruitment	P.G.Diploma in Industrial Relations & Personnel Management of a recognized University (i) A pass in Bachelor's Degree in any discipline and (ii) A pass in P.G.Diploma in Public Relations / P.G.Diploma in Industrial Relations & Personnel Management of a recognized University (iii) Minimum 2 years of experience in any organization
4.	Manager (EDP) PB 3 - Rs.15600 -39100 + Grade Pay Rs.6,600/-	1) By Promotion from Senior Programmer (or) By recruitment By Transfer (or) 2) By deputation from statutory Corporation / Boards or Public Sector Undertakings / Government (or) 3) By direct recruitment	Experience as Senior Programmer or equivalent post in scale for a period of 8 years. Preference shall be given to those with B.E / B. Tech (Computer Science) / M.C.A or P.G. Diploma in Computer Application Programming. Minimum 5 years experience in developing software/data processing in a reputed organization Expertise in system design and development in the following areas; Language: Java, Visual Basic, VC++, C, C++. Database: Oracle, SQL server i) B.E./B.Tech (Computer Science) or M.C.A. or M.Sc. in Maths/Statistics with P.G.Diploma in Computer Application / Programming or P.G.Diploma in Systems Analysis and Design. ii) Experience in the field of EDP and Systems Analysis for a period of not less than 10 years. Minimum 5 years experience in developing software/data processing in a reputed organization.

			Expertise in system design and development in the following areas; Language: Java, Visual Basic, VC++, C, C++. Database: Oracle, SQL server
5.	Senior Programmer PB 2 - Rs.9300 - Rs.34800 + Grade Pay Rs. 4,600/-	1) By promotion from Junior Programmer (or) 2) By transfer of service from one class, category or service to another (or) 3) Direct recruitment	Experience in the post of Junior Programmer for a period of not less than 5 years B.E./B.Tech (Computer Science) /M.C.A. (or) M.C.A./M.Sc(Maths/Statistics) with P.G.Diploma in Computer Applications/programming Required skills in Java, VB, VC++, C, C++
6.	Junior Programmer PB 2 - Rs.9300 - Rs.34800 + Grade Pay Rs. 4,200/-	1) By promotion from the post of Data Entry Operator (or) 2) By transfer of service from one class, category or service to another (or) 3) By direct recruitment	Experience in the post of Data Entry Operator for a period of not less than 5 years i) Approved probationer in the respective post ii) Graduate with P.G.Diploma in Computer Applications / Programming Graduate with P.G.Diploma in Computer Applications / Programming with three years experience in similar field
7.	Data Entry Operator PB 1 - Rs. 5200 -20200 + Grade Pay Rs. 2,400/-	1) By transfer of service from one class, category or service to another (or) 2) By direct recruitment	i) A Bachelor's degree in any discipline with a Certificate in Computer operation course for 6 months ii) A pass in Typewriting English and Tamil lower. Bachelor's Degree and should have undergone computer applications Certificate Course at least for six months in an accredited institution recognized by Govt. of Tamil

		(or) 3) By contract on consolidated pay of Rs.5000/-	Nadu / India in XP operating system & MS Office Bachelor's Degree and undergone a Certificate course in Computer operation for six months
8.	Statistical Officer PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,400/-	1) By promotion from Assistant Statistical Officer (or) 2) By deputation	Experience in the post of Assistant Statistical Officer for a period of not less than 5 years P.G. Degree in Statistics or P.G. Degree in Maths/ Economics with Statistics as ancillary and 5 years experience as Assistant Statistical Officer
9.	Assistant Statistical Officer PB 2 - Rs.9300 - Rs.34800 + Grade Pay Rs. 4,600/-	1) By transfer of service from one category to another (or) 2) By deputation	i) Bachelor degree in Statistics or Economics with Statistics as ancillary ii) Experience in the field of compilation of data / statistics for a period of not less than 5 years
10.	Senior Librarian PB 3 - Rs.15600 -39100 + Grade Pay Rs.5,400/-	By promotion from the post of Librarian Gr.I	Experience in the post of Librarian Grade I for a period of not less than eight years or experience in the post of Librarian Grade I and Grade II for a total period of thirteen years with P.G. Degree in Library Science (M.L.I.S.)
11.	Librarian Grade I PB 2 - Rs.9300 - Rs.34800 + Grade Pay Rs. 4,500/-	By promotion from Librarian Grade II	Experience in the post of Librarian Grade II for a period of not less than five years with P.G.Degree in Library Science (M.L.I.S.)
12.	Librarian Grade II PB 1 - Rs. 5200 -20200 + Grade Pay Rs. 2,400/-	1) By direct recruitment (or) 2) By transfer of service	i) Must possess a Bachelor's degree in Library Science (B.L.I.S)

4. Appointing Authority

The appointing authorities to the categories specified in column (1) of the Table below shall be made by the authority as specified in the corresponding entries in column (2) thereof.

Category (1)	Appointing Authority (2)
1. Additional Manager (PR)	Chairman
2. Deputy Manager (PR)	Chairman
3. Assistant Manager (PR)	Member Secretary
4. Manager (EDP)	Chairman
5. Senior Programmer	Chairman
6. Junior Programmer	Member Secretary
7. Data Entry Operator	Member Secretary
8. Statistical Officer	Chairman
9. Assistant Statistical Officer	Chairman
10. Senior Librarian	Chairman
11. Librarian Grade I	Chairman
12. Librarian Grade II	Member Secretary

H. TAMIL NADU POLLUTION CONTROL BOARD BASIC SERVICE

1. These regulations shall be called the "Tamil Nadu Pollution Control Board Basic Service Regulations"

2. **Constitution** – The service shall consist of the following categories of posts namely:-

- Category 1 - Office Assistant
 Category 2 - Cleaner
 Category 3 - Watchman
 Category 4 - Sweeper

3. **Method of appointment and qualification:-**

Appointment to the categories specified in column (2) of the Table below shall be made in the methods specified in column (3) thereof. No person shall be appointed unless he/she possesses the qualifications specified in column (4) thereof.

THE TABLE

Sl.No (1)	Category/Scale of Pay (2)	Method of Appointment (3)	Qualifications (4)
1.	Office Assistant PB 1A Rs.4800 - 10000 + Grade Pay Rs.1,300/-	1) By transfer of service from Watchman /Cleaner/Sweeper (or) 2) By direct recruitment	(i) Approved probationer in the respective post (ii) Must have completed 8 th Std. (iii) Ability to ride a bicycle i) Must have completed VIII Std. and (ii) Ability to ride a bicycle
2.	Cleaner PB 1A Rs.4800 - 10000 + Grade Pay Rs.1,300/-	1) By transfer of service from Watchman / Sweeper / O.A. (or) 2) By direct recruitment	(i) Approved probationer in the respective post. (ii) Must have completed 8 th Std. and (iii) Ability to read and write Tamil and (iv) Ability to ride a bicycle (i)Must have completed 8 th Std. and (ii) Ability to read and write Tamil and (iii) Ability to ride a bicycle

3.	Watchman PB 1A Rs.4800 - 10000 + Grade Pay Rs.1,300/-	1)By transfer of service from Office Assistant /Cleaner / Sweeper (or) 2) By direct recruitment (or) 3) By contract appointment from Texco on pay and other terms as applicable to them	(i) Approved probationer in the respective post. (ii) Must have completed 8 th Std. and (iii) Ability to read and write Tamil and (iv) Ability to ride a bicycle (i) Must have studied 8 th Std. and (ii) Ability to read and write Tamil and (iii) Ability to ride a bicycle
4.	Sweeper PB 1A Rs.4800 - 10000 + Grade Pay Rs.1,300/-	1) By direct recruitment (or) 2) Appointment by contract from private agencies on pay and other terms as applicable to them	i) Ability to read and write Tamil

4. Appointing Authority:

All appointments to the categories mentioned to this service shall be made by the Member Secretary of the Board.

- The works of all group 'D' categories like Sweeper, Scavenger, Cleaner and gardener shall be progressively outsourced and entrusted on contract basis.

PART III

TAMIL NADU POLLUTION CONTROL BOARD (DISCIPLINE AND APPEAL)
REGULATIONS*(Letter No. TNPCB/Per./P6/28329/07.)*

No. SRO C-9/2010.

1. (1) These Regulations may be called the Tamil Nadu Pollution Control Board
(Discipline and Appeal) Regulations(2) They shall be deemed to have come into force on the 27th February 1982

(3) They shall apply to:

(i) Every member of the Tamil Nadu Pollution Control Board Service;

(ii) every person appointed to a class or category of the Tamil Nadu Pollution Control Board Service under the Tamil Nadu Pollution Control Board Service Regulations, other than those employed occasionally or subject to discharge on at least less than one month's notice except to the extent otherwise expressly provided;

(i) by or under any law for the time being in force or in any rule;

(ii) in respect of any such contract or agreement subsisting between such member of person and the Board.

Explanation - If any doubt arises as to the application of these regulations to any person, the matter shall be referred to the State Government, whose decision shall be final.

2. (1) In these regulations, unless there is anything repugnant in the context, the words or expression occurring shall have the same meaning assigned to them in Part I of the Tamil Nadu Pollution Control Board Service Regulations.

(2) "Appellate Authority" means the authority competent to entertain and pass orders setting aside or confirming or modifying an original order of a disciplinary authority imposing any of the penalties specified in regulation 3 of these regulations on any member of a service.

(3) "Disciplinary authority" means the authority competent to impose any of the penalties specified in regulations on any member of a service.

Explanation - Where the appellate authority passes an original order imposing any of the penalties specified in regulation 3, he shall in respect of that order, be deemed to be disciplinary authority.

3. Penalties - The following penalties may for good and sufficient reason and as hereinafter provided be imposed upon every person who is a member of a service, namely:-

(1) Censure;

(2) With-holding of increment or promotion

Provided that in cases where the punishment of withholding of increment cannot be given effect to fully, the monetary value equivalent to the amount of increments ordered to be withheld for the unexpired period of the punishment shall be recovered from the person

Provided further that in cases of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(3) Reduction to a lower rank in the seniority list or to a lower post of time scale or to a lower stage in the time scale;

(4) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;

(5) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

(6) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to lower stage in a time scale where such an order cannot be given effect to:-

Explanation - In case of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(7) Compulsory retirement from the Tamil Nadu Pollution Control Board Service;

(8) Removal from the Tamil Nadu Pollution Control Board Service;

(9) Dismissal from the Tamil Nadu Pollution Control Board Service;

(10) Suspension, where a person has already been suspended under clause (8) of Regulation, to the extent considered necessary by the authority imposing the penalty.

Explanation - The penalties mentioned in terms (1), (2), (4) (5) (6) and (10) shall be deemed to be minor penalties and those in (3), (7), (8) and (9) to be major penalties.

Explanation (2) - The discharge - (i) of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or (ii) of a person engaged under contract in accordance with the terms of his contract; or (iii) of a person engaged under contract in accordance with to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this regulation.

Explanation (3) - The removal of a person from the Tamil Nadu Pollution Control Board Service shall not disqualify him from future employment but the dismissal of a person from the said service shall ordinarily disqualify him from future employment in any of the posts in the Tamil Nadu Pollution Control Board Service.

4. Disciplinary authority- (1) The penalties specified in items (1) (2), (4), (5) and (6) of regulation 3 and suspension from service under clause (8) of regulation (8) in respect of the members of the service specified in column (1) of the Table below shall be imposed by the authorities specified in column (2) thereof or any higher authority to the authority specified thereof.

THE TABLE		
	Category	Disciplinary Authority
1.	All members of General Subordinate service, Scientific Sub ordinate Service, Engineering subordinate service and Basic Service.	Member Secretary
2.	Assistant Manager (PR), Junior Programmer, Data Entry Operator and Librarian Grade II in Miscellaneous service	Member Secretary
3.	All members in Scientific Service, Engineering Service and General Service	Chairman
4.	Additional Manager (Public Relations), Deputy Manager (Public Relations), Manager (EDP), Senior Programmer, Statistical Officer, Assistant Statistical Officer, Senior Librarian, Librarian Grade-1 in Miscellaneous service	Chairman
5.	Member Secretary	Government

(2) The Disciplinary authority competent to impose the penalties mentioned items (3), (7), (8) and (9) of regulations 3 on a service shall be the appointing authority or any higher authority to the appointing authority. The Disciplinary Authority will be the Government whenever the Government is the appointing authority.

(3) In the case of a person drafted from the State or Central Government departments and from the local or autonomous bodies on deputation the penalties mentioned in items (3), (7), (8) and (9) of regulation 3 shall be imposed only by the authority which is competent to impose such penalties in the lending department or body. The borrowing authority shall, in such cases, complete the enquiry and revert the persons concerned to the lending authority together with records of enquiry for such action as that authority may consider necessary. The penalties mentioned in items (1), (2), (4), (5) and (6) of regulation 3 and suspension under regulation 8(9) shall be imposed by the authority specified in sub-regulation (1) of regulation (4).

5. (1) Where in any case the appellate authority has imposed or declined to impose a penalty under these regulations, the disciplinary authority shall have no jurisdiction to proceed under these regulations in respect of the same case.

(2) The fact that a disciplinary authority has imposed or declined to impose a penalty in any case shall not debar the appellate authority from exercising his jurisdiction under these regulations in respect of the same case.

(3) The order of the appellate authority imposing or declining to impose in any case a penalty under these regulations shall supercede any order passed by a

lower authority in respect of the same case.

(4) The fact that a disciplinary authority has dropped a charge against a member of a service as not proved, shall not debar the appellate authority from reviving it for reasons to be recorded in writing and taking suitable action on the charge so revived.

6. Where a person has been promoted from a class or category of a service to a higher class or category of such service no penalty shall be imposed on him in respect of his work or conduct while he was a member of the class or category from which he was promoted except by an authority competent to appoint him to the class or category to which he has been promoted.

7. Where a person has been reduced from a class or category of a service to a lower class or category of such service, no penalty shall be imposed upon him in respect of his work or conduct while he was a member of a class or category from which he was reverted or reduced except by an authority competent to impose the penalty upon a member of such class or category as the case may be.

8. (1) In every case where it is proposed to impose on a member of a service any of the penalties mentioned in items (1), (2), (4), (5), (6) and (10) of regulation 3, he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

Provided that the requirements of this clause shall not apply where it is proposed to impose on a member of a service any of the penalties aforesaid on the basis of facts which have led to his conviction by a Court of law or where the officer concerned has absconded or where it is for other reasons.

Provided further that, in every case where it is proposed, after considering the representation, if any, made by the Board Employee, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Board Employees or to withhold increments of pay without cumulative effect for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, the procedure laid down in sub-rule(2) shall be followed before making any order imposing on the Board Employee any such penalty.

(2) In every case where it is proposed to impose on a member of a service any of the penalties mentioned in items (3), (7), (8) and (9) of regulation 3, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances on which it is proposed to take into consideration in passing orders on case. The person so charged shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral inquiry or to be heard in person or both. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such

witnesses called, as he may wish, provided that the officer conducting the inquiry may for special and sufficient reason to be recorded in writing refuse to call a witness. Whether or not the person charged desired or had an oral inquiry he shall be heard in person at any stage if he so desires before passing of final orders. A report of the inquiry or personal hearing as the case may be shall be prepared by the authority holding the inquiry or personal hearing. Whether or not such authority is competent to impose the penalty, such report shall contain sufficient record of the evidence, if any, and a statement of the findings and the grounds thereof.

(3) After the enquiry or personal hearing referred to in clause (2) has been completed and if the authority competent to impose the penalty mentioned in that clause, is of the opinion on the basis of the evidence adduced during the enquiry, that any of the penalties specified therein should be imposed on a member of a service he shall make an order imposing such penalty and it shall not be necessary to give the person charged any opportunity of making representation on the penalty proposed to be imposed:

Provided that in the case of a person appointed to a post by recruitment by transfer from any other service, the Board may, at any time, before the appointment of the said person as full member to the said post, revert him to such other service either for want of vacancy or in the event of his becoming surplus to requirements or if the Board is satisfied that he has got the necessary aptitude for work in the said post without observing the formalities prescribed above.

Explanation - An opportunity to show cause against the imposition of any of the penalties referred to in this sub-regulation shall be given after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed, either by such authority himself or under his direction, by a subordinate authority who is superior in rank to the person on whom it is proposed to impose the penalty.

(4) The requirements of clause (2) shall not apply where it is proposed to impose on a member of a service any such penalty as is referred to therein on the basis of facts which have led to his conviction in a criminal court (whether or not he has been sentenced by such Court to any punishment), but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any shall be taken into consideration before the order imposing the penalty is passed .

(5) The requirements of clause (2) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 3 on the basis of the facts which have led to his conviction by a court or where the person concerned has absconded or where it is for other reasons impracticable to communicate with him.

(6) The provisions of clause (2) shall not apply where the Board is satisfied that in the interest of the security of the Board it is not expedient to follow the procedure prescribed in that clause.

(7) All or any of the provisions of clauses (1) and (2) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the said clauses and these requirements can be waived without injustice to the person charged. If any question arises whether it is reasonably practicable to follow the procedure prescribed in clause (2), the decision thereon of the authority competent to dismiss or remove such person or reduce him in rank as the case may be shall be final.

(8) A member of a service may be placed under suspension from service where:
(i) an enquiry into grave charge against him is contemplated, or is pending; or
(ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

(9) A member of a service who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been suspended under this regulations.

(10) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of a service under suspension is set aside on appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(11) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of a service is set-aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, such member of service shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(12) Where a member of a service is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to make him under suspension may, for reasons to be recorded by him in writing, direct that such members shall continue to be under suspension till the termination of all or any of such proceedings.

(13) An order of suspension made or deemed to have been made under this regulation may, at any time, be revoked by the authority which made the order or by the appellate authority or the Government.

9. The competent authority imposing any penalty under these regulations shall maintain a record showing-

- (1) the allegations upon which action was taken against the person punished;
- (2) the charges framed, if any;
- (3) the person's representation, if any, and the evidence taken, if any; and
- (4) the finding and the grounds thereof, if any.

10. (1) All orders of punishment shall state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

(2) Every order/notice and other process made or issued under these regulations, shall be served in person on the person concerned or sent to him by registered post with acknowledgement due or if such person is not found, by leaving it, at his, last known place of residence or by giving or tendering, it to an adult member of his family or if none of the means aforesaid is available, by affixing it in some conspicuous part of his last known place of residence, with two witnesses.

11. Every member of a service shall have the right to appeal against an order passed by an authority:

- (i) imposing on him any of the penalties mentioned in regulation 3; or
- (ii) discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a period exceeding three years at the time when his services are terminated

12. A member of a service in any category specified in column (1) of the Table below, on whom any of the penalties mentioned in items (1), (2), (4), (5), (6) and (10) of regulation 3 has been imposed by the authorities specified may appeal to the authority specified in column (2) thereof:

THE TABLE		
	Category	Appellate Authority
1.	All members of General Subordinate service, Scientific Sub ordinate Service, Engineering subordinate service and Basic Service.	Chairman
2.	Assistant Manager (PR), Junior Programmer, Data Entry Operator and Librarian Grade II in Miscellaneous service	Chairman
3.	All members in Scientific Service, Engineering Service and General Service	Board
4.	Additional Manager (Public Relations), Deputy Manager (Public Relations), Manager (EDP), Senior Programmer, Statistical Officer, Assistant Statistical Officer, Senior Librarian, Librarian Grade-1 in Miscellaneous service	Board
5.	Member Secretary	Government

13. A member of a service in any category specified in column (1) of the Table below on whom any of the penalties mentioned in items (3), (7), (8) and (9) of regulation 3 has been imposed by the authorities may appeal to the authority mentioned in column (2) thereof:

THE TABLE			
	Category	Appellate Authority	
1.	All members of General Subordinate service, Scientific Sub ordinate Service, Engineering sub-ordinate service and Basic Service.	Board	
2.	Assistant Manager (PR), Junior Programmer, Data Entry Operator, Librarian Grade I and Librarian Grade II in Miscellaneous service	Board	
3.	All members in Scientific Service, Engineering Service and General Service	Board	
4.	Additional Manager (Public Relations), Deputy Manager (Public Relations), Manager (EDP), Senior Programmer, Statistical Officer, Assistant Statistical Officer, Senior Librarian, Librarian Grade-1 in Miscellaneous service.	Board	
5.	Member Secretary	Government	

14. Notwithstanding anything contained in regulations 12 and 13, where an original order imposing a specific penalty on a member of a service has been passed by the appellate authority in exercise of the powers conferred under regulation 5, an appeal against such order shall lie to the next higher authority: Provided that where the appellate authority who has passed the original order imposing the penalty happens to be the Government, the person aggrieved by the order may again appeal to the Government to reconsider the order. The Government shall thereupon review the records of the case and pass such orders thereon as it may appear to them to be just or expedient.

15. (1) In the case of an appeal against an order imposing any penalty specified in regulation 3, the appellate authority shall consider:

- (a) Whether the facts on which the order was based have been established;
- (b) Whether the facts established afford sufficient ground for taking action; and
- (c) Whether the penalty is excessive, adequate or inadequate; and

after such consideration, shall pass such order as it thinks proper.

(2) any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

16. In the case of an appeal, the appellate authority shall pass such order as appears to it just and equitable, having regard to all the circumstances of the case.

17. Every person preferring an appeal shall appeal separately and in his own name.

18. Every appeal preferred under these regulations shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

19. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if

(1) it is an appeal in a case in which under these regulations no appeal lies, or
(2) It does not comply with the provisions of regulation 18; or
(3) it is not preferred within two months after the date on which the appellant was informed of the order appealed against, no reasonable cause is shown for the delay, or

(4) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford ground for reconsideration of the case; or

(5) it is addressed to an authority to whom no appeal lies under these regulations; Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons, for

Provided further that an appeal withheld on account only of failure to comply with the provisions of regulation 18 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and if resubmitted in a form which complies with those provisions, shall not be withheld.

20. No appeal shall lie against the withholding of an appeal by a competent authority.

21. The authority by whom an order imposing a penalty specified in regulation 3 may be reverted or altered at cases in which no appeal is preferred shall be the appellate authority prescribed in the regulations or the Government.

22. (1) Every appeal which is not withheld under these regulations shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred without an expression of opinion.

(2) A list of appeals, withheld under Regulation 19 with the reasons for withholding them shall be furnished half-yearly by the withholding authority to the appellate authority.

23. An appellate authority may call for any appeal admissible under these regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

24. Nothing in these regulations shall operate to deprive any person of any right of appeal which he would have had if these regulations has not been made, in respect of any order passed before they came into force. An appeal pending at the time, when preferred, after these regulations came into force shall be deemed to be an appeal under these regulations, and regulation 15 shall apply as if the appeal were against an order appealable under these regulations.

25. Where the original order imposing any of the penalties specified in regulation 3 has been imposed on a member of a service by the Government such member may, within two months on the date on which the order is communicated to him submit a revision petition to Government against the order. In disposing of such petition, the Government shall, as far as possible follow the procedure prescribed for dealing with appeals.

26. Whenever a case is referred to DVAC against a member of a service by the Board, departmental action may also be initiated by the Board simultaneously. Departmental action can be initiated and completed without reference to the pending criminal case. However exonerating him on charges held as not proved or awarding punishment should not be imposed pending orders of the Court on his criminal action against which the DVAC filed a case in a Court of Law.

Guindy, Chennai-600 032,
5th October 2010.

R. BALAKRISHNAN,
Chairman,
Tamil Nadu Pollution Control Board.